

CYCLIC PREVENTATIVE MAINTENANCE

1. The Cyclic Preventative Maintenance (CPM) Team is scheduled to visit most Fort Monmouth commercial buildings once every four months. The scheduled week of the visit is sent to the Building Trustee approximately four weeks prior to this date. As part of this notice, the Building Trustee is asked to make a list of routine maintenance items for the CPM team to accomplish.
2. When the CPM team arrives on site to accomplish routine maintenance, they will pick up the trustee's list of items for repair. In addition, they will also have all open service orders that are within their capability to accomplish. This includes most routine work except the following problems:

Air conditioning	High voltage electric
Alarms	Locksmith
Appliance work	Other than touch-up painting
Asbestos removal	Roofing and gutters
Heating	Welding

3. In addition to open service orders and items on the Building Trustee's list, the CPM team will always check and correct the following areas:

- All rest room fixtures for leaks and drips.
- All lights for defective bulbs or ballast.
- All ceiling tiles.
- Doors for proper operations of knobs and hinges.
- Floor for loose or missing tiles.
- Exit signs and emergency lights.
- Change water filters.
- Exterior flood lights.
- Windows for obvious breaks, cracks, or missing parts.
- Stair treads and railings.
- Make visual inspection of roof, gutter, and leaders, building exterior.
- Visual inspection of exterior fire escapes.
- Minor patching and touch-up painting.

4. Service orders that exceed CPM's capability are returned to the appropriate shop and scheduled on a first come, first served basis, and based on the original date of receipt.
5. After all work is completed, the CPM team will provide the Building Trustee with a list of work accomplished, and ask the Trustee to sign the work order which acknowledges that the Trustee has received the list of completed work and knows that the CPM Team has completed their visit. This also gives the Trustee an opportunity to ask questions about the work that was accomplished.